



The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

Office of Emergency Medical Services

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ADVISORY

TO: Continuing Education Providers
Instructor/Coordinators
Chief Examiners and Examiners
ALS and BLS Training Institutions
EMS Regional Executive Directors
FR: Louise Goyette, Director
DT: February 26, 2004
RE: EMT Training Program Rosters

It has recently come to the attention of the Office of Emergency Medical Services (OEMS) that many continuing education and refresher training program sponsors are submitting rosters from their programs to EMS regional offices and not sending them directly to OEMS.

To ensure both security of the rosters and to expedite data entry and processing by OEMS staff, **the original rosters – the sheets actually signed by program participants - must be sent DIRECTLY to OEMS** no later than five days following completion of programs at the 2 Boylston Street, 3rd Floor, Boston, MA 02116 address as above.

We ask that **EMS regional offices forward directly to OEMS on a same-day basis any rosters** that may inadvertently come to them.

Your cooperation with this advisory is extremely important to ensuring that the recertification of EMTs is appropriately and timely done. If you have any questions, please feel free to contact Lynne Doyle for ALS programs via email at lynne.doyle@state.ma.us or Tesfa Alexander for BLS programs at tesfa.alexander@state.ma.us, or by telephone at (617) 753-7300.

Cc: EMCAB Members
MA Ambulance Services